

**High Kelling Village Hall Trustees Management Committee  
Minutes of meeting on Friday 12<sup>th</sup> January at 2.00pm**

**Present :** Colin Kemp; Peter Rutherford; Ann Alborough; Joy Lane, John Mangan and Glenn Houchell.

		<b>Action</b>
1)	<p><b>Chair, quorum and apologies</b> CK opened the meeting. Apologies had been received from Lynne Henderson, Sean Doran and Philip Fejer.</p>	
2)	<p><b>Minutes of previous meeting</b> The minutes of the meeting on 9<sup>th</sup> December were APPROVED.</p>	
3)	<p><b>Action points from previous meetings</b> Updates were provided and incorporated into the summary list of actions to be carried forward. Completed actions items 113 and 136 were to be removed from the list.</p> <p><b>Maintenance &amp; Other actions</b> The outstanding action points were reviewed.</p>	
4)	<p><b>Chair's Report – ideas on various matters</b> A note had been circulated with the meeting papers setting out some on-going issues with points to be considered and ideas to either resolve them or moving them forwards. All items were discussed in turn.</p> <p><u>Commercial dishwasher / sterilizer</u> It was noted that the appliance was to be used to sterilize contents on a 10 minute or even shorter cycle <u>after</u> items had been washed by hand, which is how commercial premises operated. IT WAS AGREED to retain the dishwasher, so as to stay compliant with commercial regulations covering mass catering events. IT WAS FURTHER AGREED that the appliance be serviced.</p> <p><u>Large Urn</u> IT WAS AGREED to retain the large urn as this was plumbed in and wired in, and would be costly to remove. It was agreed to have the machine serviced by the local company which installed the machine as it was a specialist job.</p>	
5)	<p><b>The Big Plan – vision for the Hall</b> GH had received a call from Eric Vardy in his capacity as a County Councillor. LH had agreed to liaise with Mr Vardy regarding the details and consider next steps.</p>	<b>LH</b>
6)	<p><b>Treasurer's report</b> It was explained that work was needed to tweak the accounting software. JKK was still advising and had access to the software, as agreed earlier, until minor issues were resolved.</p> <p>There had been no news from Hampshire Trust Bank re the updated mandate and this would be chased.</p> <p>The BT contract was up for renewal, with details having been circulated by e-mail before the meeting. Following a discussion, IT WAS AGREED to renew the contract.</p>	

	<p><u>Bar accounts</u> – Details had been circulated with the meeting papers. The cash balance and stock levels were noted and no concerns were raised. The meeting was reminded that bar prices had been increased with effect from 1<sup>st</sup> January.</p>	
7)	<p><b>Bookings Secretary’s report</b> It was noted that the Sunday Yoga class had not yet decided whether to continue past the end of January.</p> <p>Two parties had been booked, 1<sup>st</sup> on Sat 16<sup>th</sup> March, which would require a manned bar (as previously discussed) and a child’s birthday party on 20<sup>th</sup> April.</p> <p>It was noted that the entire Hall would be required for the election of the Police &amp; Crime Commissioner so bookings for that day would need to be cancelled.</p> <p><u>Toaders’ meeting.</u> It was noted from e-mail correspondence that it was proposed that villagers participating in the Toading season be able to meet pre-season on a single pub night. They were expected to meet on 9<sup>th</sup> February pub night. This had been raised because several Trustees took part in this voluntary activity. After discussion IT WAS AGREED that this group would warrant being given use of the Constance Grey room at their meeting in February with no charge, not least as their purpose meets the needs of the village and local communities.</p> <p><u>Role of Bookings Secretary</u> JL explained that she had had a significant and sudden change in her family circumstances and, as a consequence, she would be stepping down as Bookings Secretary. She was happy to continue as a Trustee for the time being but in due course expected to step down.</p> <p>As a stop-gap measure PR agreed to take on the role of Bookings Secretary, alongside his role as Treasurer, until a replacement could be found.</p> <p>GH to amend the relevant bookings forms and liaise with PR, and with Mandy Woodland re the website.</p> <p>PR explained that an Accident Report had been completed by the Table Tennis Club, which he read out. The cause of the accident was outside the control of the Committee and, accordingly, there was no liability on Trustees nor was there any remedial action that Trustees could take.</p>	<p>PR</p> <p>GH</p>
8)	<p><b>Social events</b> All trustee led events were appropriately resourced.</p>	
9)	<p><b>Upcoming maintenance issues</b> GH drew attention to the issues to be addressed in the coming weeks.</p> <p><u>Damage to Front Fence</u> - CK proposed and it was AGREED that a contractor be approached to repair the damage to the front fence and concrete posts. The person who had caused the damage had left their contact details and had offered to pay for the repairs. <i>(Post meeting note: CK had purchased the necessary materials and had liaised with a local contractor &amp; the job was done on 19.01.24)</i></p>	

10)	<b>Any other business</b> There was no other business.	
11)	<b>Date of next meetings</b> The next meeting dates are 9 <sup>th</sup> February; 8 <sup>th</sup> March; 12 <sup>th</sup> April – all at 2.00pm	

GH  
18.01.24

**Maintenance Action points carried forward to meeting 9<sup>th</sup> February 2024**

No	Meeting date	Action point	Update	Who	PRIORITY H / M / L
43 M	10.12.21	Light above the rear door of Hall needs attention. Growing list of electrical works to be undertaken in one go.	Single quote received now stale. CK agreed to take over this action.	CK	MEDIUM
83 M	30.09.22  08.11.23	Repairs and revarnishing of flooring in the main hall. JKK to investigate costs.  Underfloor heating to be investigated as part of the Big Plan.	Decision to proceed with repairs and revarnishing before next summer. 10.11.23 Concerns raised re thermal efficiency in 2016 survey. Agreed to wrap underfloor heating issue into Big Plan.	CK	<b>HIGH</b>
126 M	08.09.23	Defibrillator annual checks. Machine operating satisfactorily but spare parts becoming harder to obtain.	Suggested replace machine Sept 2024 – Mar 2025. Parish Council likely to consider applying for grant funding.	LH	MEDIUM

**Other Action points**

122	08.09.23	Dedicated no-reply E-mail a/c to be set up to publicise Trustee led events	E-mail a/c to be set up.	SD / JM	<b>HIGH</b>
124	08.09.23	Social events – wine tasting to be arranged for 2024	Details to be handed over by SD to CK	SD	MEDIUM
128	13.10.23	Bar supplies – additional suppliers to be considered.		CK / JM	MEDIUM
130	10.11.23	Hampshire Trust – Chair, Treasurer and Secretary to be added to the mandate	To be chased up – 12.01.24	PR/CK/ GH	<b>HIGH</b>
134	10.11.23	Maintenance / workplan issues - Gutters, First aid box & Licences	Gutters done – 14.11.23	GH/AA /PR	<b>HIGH</b>
135	08.12.23	Investigate card machine for bar purchases.	See paper for Feb meeting	GH	MEDIUM
137	08.12.23	Move thermostat in CG Room		JM	MEDIUM
138	08.12.23	A-Board for Pub Night sign - repairs		JM	MEDIUM
139	12.01.24	Large Urn to be serviced by firm which installed it.		CK	MEDIUM
140	12.01.24	GH to update Bookings forms for PR's interregnum as Bookings Secretary	Updated Forms with PR. Add to website when MW up and running.	GH	<b>HIGH</b>
141	12.01.24	Police & Crime Commissioner election in April. Cancel normal bookings.		PR	MEDIUM
142	12.01.24	LH to contact Cllr Vardy following his call (to GH) and consider next steps.		LH	MEDIUM

Updated 22.01.24